

10 June 1980

MEMORANDUM FOR: Director of Security

ATTENTION: Deputy Director of Security for  
Policy and Management  
Chief, Administrative Staff, OS

STATINTL FROM: [REDACTED]  
Deputy Director for Community Affairs

SUBJECT: Part-time Secretarial Assistance

1. The DD/CA has been asked to look into the possibility of securing part-time secretarial employment (20 hours/week with dictation and typing skills) to assist [REDACTED] in his assignment at the Pentagon [REDACTED]

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[REDACTED] Hours can be arranged with a certain degree of flexibility, but a daily work unit of 4 hours in either the morning or afternoon is desirable.

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3. Your approval is requested and the assistance of the Chief, Administrative Staff is requested in obtaining the employment of a qualified secretary to meet the above requirements.

STATINTL

OS 0 1519

SUBJECT: Part-time Secretarial Assistance

APPROVED:

Director of Security

Date

Distribution:

Orig - Return DD/CA

1 - D/OS

1 - DD/P&M

1 - C/AS/OS

1 - OS Registry

1 - SECOM Subject

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STATINTL

SECOM/ [ ] (9 June 80)